

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position assisting in the planning and the direction of the activities of the emergency medical services division. The incumbent assists with the management of operations in the Emergency Medical Services Division. Major duties include assisting in setting management policies, goals and objectives, provides for the division training, handles any correspondence relating to the operation of emergency medical services, maintains expenditures, and recommends the purchase of equipment and supplies. Supervision is exercised over employees in the class of Emergency Medical Services Officer. The employee of this class works with almost no supervision reporting to and having work reviewed directly by the Chief of Emergency Medical Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Assists Chief of Emergency Medical Services in the management of the operation of fire department emergency medical services. Recommends management policies, objectives, and goals for the Emergency Medical Services division. Assists in the planning, organizing, assigning, and direction of division operations with respect to equipment, apparatus, and personnel. Delegates authority to subordinates for the more effective work of the department. Conducts inspections and observes division operations to determine appropriateness of procedures, and to recommend changes in standard operating procedures. Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department.

Supervises division employees by assigning work or duty schedules and areas, approving leave, and inspecting equipment or personnel. Holds meetings with subordinate EMS officers for the purpose of receiving and reviewing reports, disseminating information, and distributes information concerning the division. Evaluates work performance, writes evaluation reports, and discusses work performance with subordinates and superiors. Counsels employees on personal matters, resolves employee grievances, and recommends disciplinary action against subordinates.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Provides emergency medical care at the emergency or while in transport to a hospital or other emergency care facility. Drives emergency medical vehicles to and from the scene of a fire or other emergency. Participates in the Incident Command System. Goes to the scene of hazardous material incidents to provide medical assistance. Participates in operations at mass casualties and follows triage procedures.

Supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records. Reviews reports written by subordinates and insures that emergency medical services records such as personnel records, patient care records, and records of activity are accurate. Completes forms, reports and records on emergency medical operations as required and files forms and records according to departmental procedures.

Assists in the development of a training program for the division and determines that such program is properly staffed and supplied with training resources. Participates in training exercises to practice acquired skills and to learn new skills in the areas of emergency medical care and basic fire fighting. Provides for on-the-job or informal training sessions for subordinates. Conducts formal training classes in areas necessary to prepare personnel for certification in emergency medical services. Observes at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program.

Provides for the accounting of all emergency medical services monies and assets. Gathers information to be used in compiling the budget of the emergency medical service division. Prepares budget calendar, revenue estimates, spending estimates, and balances proposed budget. Prepares specifications for public bids and oversees the bidding process. Conducts grant research and writes requests for grants or other special funds to aid in the operation of the emergency medical service.

Supervises the general care, maintenance, and use of emergency medical services communications equipment, apparatus and equipment, and other related property. Purchases or recommends the purchase of equipment and supplies, keeping such purchases with the established budget. Maintains inventory of all medical supplies needed by the division. Provides for the purchase and storage of all needed supplies and equipment for the division. Checks all equipment on a regular basis to assure that equipment is in correct operating condition. Arranges for repairs and maintenance of all emergency medical services property,

equipment, or operating systems.

Promotes a positive public image of the fire department and the emergency medical services division. Communicates with other medical professionals, either in person or on the telephone, to take and deal with complaints, answers questions, and discuss needed changes in operation or training. Acts as department representative to the news media or writes newspaper articles, releasing information and answering questions concerning the work of the emergency medical services division. Attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss needs of emergency medical service or to present official department stand on issues under discussion.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be certified as an Emergency Medical Technician - Paramedic.

Must be a regular and permanent employee in the class of Emergency Medical Services Officer for at least one (1) year immediately preceding closing date for application to the board.